RD&E STAFF
April 20, 2001
(DRAFT)

	OPPORTUNITY CATEGORY	TOPIC	DECISIONS / ACTIONS / ISSUES	STATUS / COMPLETION DATES	NEXT RD&E REVIEW DATE	RESPONSIBLE PERSON(S)
1	Compliance	Managing Safety & Environmental Issues in RD&E	Agreed to establish the RD&E OSHA Administration Coordinator position within STS.	Presentation made. Reviewed staffing and recommended establishment of an OSHA Administration Coordinator for RD&E, and a Safety System Management System and possible use of the York Safety/Environmental Coordinator as a resource for RD&E Safety management.	DONE	D. Milby
2	Consumer Connection	Equivalence Testing of Reduced Harm Product Changes - Discussion		Discussion held about approaches to applying Product Assessment lab results on test models to different commercialized product variations. Suggested developing approach using different design logic to evolve products as opposed to additional testing. Brief overview of last SAB meeting given.	DONE	R. Solana
3	Consumer Connection	COPD & Harm Reduction - Proposal for Project		Presentation made reviewing Chronic Obstructive Pulmonary Disease (COPD). Short term studies (5 – 13 months) to link possible biomarkers with COPD and a long term study (5 – 7 years) to evaluate potential impact of reduced harm product on COPD in a susceptible population were recommended.	DONE	R. Solana
4	Consumer Connection	On Line Detector - Decision to Proceed	Decision made to complete design and testing of OLDIII prototypes but not to plan installation in factories. Will continue to pursue QA at Spotswood and PM USA through QSI&C.	Presentation made: 1) Reviewing banded paper QA plan at Spotswood and PM USA, 2) Reviewing On Line Detector (OLD III) statistics, advantages and disadvantages, and 3) Requesting a decision regarding proceeding with development of 2 prototype OLD III units for production tests at MC and Cabarrus in 9/01.	DONE	H. Alonso
5	Cost	Patent Maintenance Fees - 2nd Quarter 2001 Review		Review conducted.	DONE	K. Osborne
6	**Organizational Capability**	**RD&E Metrics**		**R. Driver to make presentation. Time: 30 min.**	**4/27/01**	**R. Driver**
7	**Consumer Connection**	***Banded Paper - Licensing***		***D. Clark to make presentation. Time: 20 min.***	**4/27/01**	**H. Alonso**
8	***Consumer Connection***	***Banded Paper - Non Destructive Evaluation***		***M. Watkins to give update. Time: 20 min.***	***4/27/01***	***H. Alonso***
9	***Consumer Connection***	***Banded Paper - Product Development***		***T. Phan to give update. Time: 20 min.***	***4/27/01***	***H. Alonso***
10	**Consumer Connection**	**Guidelines for Industry Interactions**		**R. Solana and Staff to facilitate discussion. Time: 2 hr.**	**4/27/01**	**R. Solana**
11	***Consumer Connection***	***Options Program & RD&E Involvement - Decision to Proceed***		***C. Shorte & R. Lau to make presentation. Time: 30 min.***	***4/27/01***	***G. Cummings***

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12	**Consumer Connection**	**POL Process Update**		**J. N. Smith to give update. Time: 45 min.**	**4/27/01**	**H. Alonso**
13	**Cost**	**RD&E Budget Review**		**N. Machich and staff to make presentation during Staff Discussion**	**4/27/01**	**H. Burnley**
14	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	5/24/01	H. Alonso
15	Consumer Connection	Remaking 1R4F Cigarettes - Recommendation		G. Nixon to make presentation. Time: 30 min.	5/24/01	R. Solana
16	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	5/24/01	H. Alonso
17	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	5/24/01	R. Solana
18	Organizational Capability	Technical Ladder Review		Denise Donaher to faciltate. Time: 1 hr.	5/24/01	H. Alonso
19	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	6/1/01	H. Alonso
20	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	6/1/01	H. Alonso
21	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	6/1/01	R. Solana
22	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	6/29/01	H. Alonso
23	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	6/29/01	H. Alonso
24	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	6/29/01	R. Solana
25	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr	7/27/01	H. Alonso
26	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	7/27/01	H. Alonso
27	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	7/27/01	R. Solana
28	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	8/10/01	H. Alonso
29	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	8/10/01	H. Alonso
30	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	8/10/01	R. Solana

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31	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	8/24/01	H. Alonso
32	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	8/24/01	H. Alonso
33	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	8/24/01	R. Solana
34	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	9/21/01	H. Alonso
35	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	9/21/01	H. Alonso
36	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	9/21/01	R. Solana

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